

1981

# A Field Study Experience with a High School Business Administrator

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*Eastern Illinois University*

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Author

A FIELD STUDY EXPERIENCE WITH A  
HIGH SCHOOL BUSINESS ADMINISTRATOR  
(TITLE)

BY

William A. Murray

FIELD EXPERIENCE  
**THESIS**

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE DEGREE OF

Specialist in Educational Administration  
IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY  
CHARLESTON, ILLINOIS

1981  
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING  
THIS PART OF THE GRADUATE DEGREE CITED ABOVE

12-4-81  
DATE

\_\_\_\_\_  
ADVISED

12-4-81  
DATE

\_\_\_\_\_  
COMMITTEE MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE MEMBER

12-4-81  
DATE

\_\_\_\_\_  
DEPARTMENT CHAIRPERSON

A FIELD EXPERIENCE INVOLVING AN ADMINISTRATIVE  
INTERNSHIP WITH A SCHOOL BUSINESS ADMINISTRATOR

By

William A. Murray

ABSTRACT OF A FIELD STUDY

Submitted in Partial Fulfillment of the Requirements  
for the Degree of Specialist in Educational Administration  
in the Graduate School, Eastern Illinois University  
Charleston, Illinois

1981

**412031**

## A FIELD STUDY EXPERIENCE WITH A HIGH SCHOOL BUSINESS ADMINISTRATOR

### STATEMENT OF PURPOSE

The purpose of this field study is to gain experience and knowledge of the duties of a business administrator of a school district.

### BACKGROUND INFORMATION

The specialist candidate will be working with the business administrator of Centralia High School during the second semester of the 1980-1981 school year. Centralia High School is a secondary school district with an enrollment of 1500. The person will aid the business administrator with the following duties:

- 1) Working with the school budget
- 2) Updating the inventory of property and equipment.
- 3) Supervision of non-certified staff
- 4) Scheduling of rental of school facilities and equipment
- 5) Helping to plan summer maintenance program
- 6) Review the Annual Departmental Report and its distribution to the staff
- 7) Review transportation routes
- 8) Prepare bids to be sent to vendors
- 9) Study menus and the operation of the cafeteria
- 10) Code bills and check for accuracy

## METHOD TO BE UTILIZED

The specialist candidate will log his daily activities and do a weekly summary of information and knowledge acquired while working with the business administrator. It is the goal of the candidate to present detailed information concerning his experiences.

## CONCLUSION

The duties and responsibilities of a school business administrator are among the most important functions of a school district. The success of his job will depend upon the cooperation of every certified and non-certified staff member. The administrators tasks will continue to change as states and federal regulations are ever changing.

## ACKNOWLEDGMENTS

This opportunity for a field study would not have been possible without the aid of several people. First, I wish to thank my advisor, Dr. Matzner, for his guidance in setting up my field study program. Secondly, I wish to thank the business administrator of Centralia High School, Al Somers, for his guidance and help during my field study experience. Finally, I wish to thank the administration and the board of education of Centralia High School for allowing me to achieve this educational experience.

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## CHAPTER I

### PROJECT

The field experience program offered in the Educational Administration Program at Eastern Illinois University gives a specialist degree student opportunities for on-the-job experience in some area of administration at a local school district.

The reasons the intern chose to work with the school business administrator of School District No. 200 are two-fold. First, the intern for three years has had previous experience of performing the duties that a principal of most schools perform. Secondly, in recent years the tendencies for consolidation of districts into large units have increased the need for school business administrators. Also, the administrators of smaller school districts with little knowledge of school finance are losing their jobs due to financial situations occurring during their tenure. An administrator of a smaller district with a good financial record will have more opportunities for acquiring a position as a school business administrator of a larger district.

The administration of school districts need to portray education as an investment in human capital instead of a cost that should be reduced. However, educators must realize

that costs have been increasing faster than income and the ability of the people to yield to higher taxes. In most states the property-taxing limits at local levels have been reached. The burdens the federal government has placed upon local districts by requiring equal opportunities for the handicapped, sex discrimination, and other federal programs without supplemental income have claimed the funds of districts throughout the country. To obtain the objective of greater equality of educational opportunity for the youth of America requires more than a simple interest and desire of administrators. It requires an understanding of the rudiments of school finance.

## CHAPTER II

### EXPERIENCE IN DETAIL

After approval of the field study program, this intern began to maintain a weekly log of all activities that he was involved in including administrative duties and responsibilities associated with the business administrator of the school. This log has been developed through the second semester of the 1980-1981 school year and the summer term of 1981 because the intern, upon recommendation of his supervisor, felt that the first month of the summer term contained valuable experiences.

The intern was only able to work one or two hours each day during the regular school year. During the summer months the intern averaged four or more hours each day in the administrative offices. The total hours spent by the intern were approximately three hundred. The added month and hours were very worthwhile.

A few of the responsibilities of the intern included:

- (a) checking routine minor and major building repairs
- (b) setting up schedules for non-certified personnel
- (c) filling out state reports
- (d) working with the budget
- (e) working with transportation
- (f) opening of bids
- (g) listening to concerns of the staff
- (h) setting up the schedule for elections
- (i) checking with the telephone company for unnecessary telephone billing.

The intern was responsible for checking each day the minor building repairs made by the custodial staff. After checking the minor building repair the intern and business administrator checked the progress of the major building repairs that were let by bids. Many projects were starting and ending at different intervals during the month.

The intern set up the schedule for the custodial staff and student workers assigned to each building. The intern made the schedule for all non-certified workers' vacation time during the summer. Each person was asked for his/her first and second choice of vacation time and then assigned according to seniority. The intern was amazed that the custodial staff and secretarial staff had organized their dates to be off extremely well. There were a few cases in which the intern had to make some changes because too many people would be on vacation at the same time.

The intern acquired valuable experience in filing the state reports as they came due. Some of the state reports were state aid, child nutrition program, the regular work study report, and the form for Driver's Education reimbursements.

The intern and the business administrator spent a few hours going over the budget for the coming year. We evaluated last year's budget and decided where monies needed to be added or subtracted from each fund. However, the board did not want to approve the budget before the new superintendent was hired.

The intern had to supervise the opening of bids for micro-computers, sales of typewriters, bids from banks on district funds, and the major building repairs.

The intern made the schedule for dates that school board candidates had to file for elections, date for withdrawal, date for advertisement in paper, and date for the canvassing of votes.

The intern spent hours in going over the district's telephone bills and trying to check who made the calls. The district is losing about five to six hundred dollars a month on long distance calls. The intern and the business administrator feel that a new telephone system needs to be installed. However, the present administrator does not deem it necessary.

The intern's log will contain recommendations made by the intern to the business administrator and to the dean of students for improvements in procedures for completing the yearly reports.

#### ADMINISTRATIVE LOG

January 19, 1981

The first day of my internship was spent with Al Somers, business administrator of Centralia High School, in whose office I would be doing my internship. It was decided for the first two weeks that I would familiarize myself with the different phases of the job by looking through the yearly

budget reports, sitting in on administrative meetings, and observing the jobs of different non-certified staff members.

Having to work with the non-certified staff, it was necessary for Mr. Somers to explain to them that I would be working with him in his office for a period of time.

#### February 3, 1981

The first task that was assigned to this intern was to complete a report on district insurance policies, companies, yearly premiums, and expiration dates. This was to be presented at the February board of education meeting. This was quite a task and terrific learning opportunity. I doubt that any staff member would have any knowledge of the different types of policies necessary or the amount the district pays for such policies. Please refer to Appendix A.

I was surprised that we did not carry unemployment insurance on the non-certified personnel because it was cheaper to pay the difference between the personnel and the state.

#### February 16, 1981

The intern worked with the owner of the bus lines hired by the district in determining students who lived one and one-half miles or more from school and thus were eligible for free transportation. We obtained a city map and drew the boundaries in red in order to check the students' eligibility for free transportation.

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The banks inside the school district requested the average monthly balance that the school district deposited in a pass-book each month so that they could bid more successfully for the district's monies. However, this is not a true test of the amount of money that could be deposited each month. Some weeks we do not deposit money and at other times we deposit daily. It could help the district to have the banks to bid higher on the first \$100,000 that we deposit with their institution, if they felt that the other \$900,000 was worth more to them. Please refer to Appendix B.

We had four people to file for unemployment in the school district. They were a full-time teacher, two custodians, and a substitute teacher. The teacher resigned because her husband was employed outside the district and she was currently substituting in another district. The substitute teacher could not find a job and she had only worked for two or three days. One of the custodians had resigned his job and taken employment elsewhere. He then resigned from his second job to draw unemployment on the district because of the salary earned here was higher. The other custodian was fired because he violated his contract by calling in sick and was found playing pool at a local tavern.

The business administrator filed a complaint with the insurance company from Chicago to handle our case. The ruling was in favor of the former employees of the district. The two custodians were able to collect unemployment benefits

after the two weeks' waiting period. The teachers had to wait an eight-week period. The school district does not carry unemployment insurance because it is cheaper for our district to reimburse the state. This is not always true for every school district throughout the state.

February 23, 1981

The school district received bids from local contractors to paint the classrooms and previously painted fixtures in the vocational building. Each contractor had received specifications from the district which indicated what was to be painted in each room. The school district received one bid that indicated the price of painting the rooms and fixtures as indicated by the district. The intern had to contact the other contractors, who summarized their prices, to see if the contractors would reduce their bids if the district removed the cabinets from some of the rooms. The district needs to place a statement on its bid sheets requiring that each item on bid has to have a quote or it will not be honored.

The intern attended the board meeting. All the items presented from the business office were approved without question. However, items from other members of the administrative staff were questioned by the board members.

The business office had letters from different school districts concerning state aid. The districts were concerned about what would happen if the tax levy was raised to \$1.15



and reimbursements raised to \$1,550.00. We applied these rates to the state form and found it would have made us money. If they were losing money, their tax rate was too low.

March 2, 1981

The Centralia Education Association brought to the attention of the administration that our health insurance policy was not covering certain items. We checked with the company and found out what items were not covered in the policy. We wrote a letter requesting figures so that the policy could be updated. Please refer to Appendix C.

The intern was assigned to make a list of the sponsors and the various clubs or organizations for the salesmen who call upon the district. The secretary could screen the sales person saving the business administrator valuable time. A sales person could find the sponsor on his/her planning period without disrupting classes. The school district's policy does not allow for sales people to interrupt classes. Please refer to Appendix D.

March 9, 1981

The state aid report for the child nutrition program was given to me to complete. The report had to be figured in two ways to determine if the salaries of the workers had any effect on the column that they were placed under. As it turned out, there is no difference. Upon completion of the

report and in comparing this report with the one filed with the state a mistake was found. The original report failed to include the indirect cost, causing the district to file an amendment with the state. Please refer to Appendix E.

March 16, 1981

Early in the week we called the Prudential Insurance Company regarding the rate change on the health insurance policy due to increased benefits for the district employees. Later in the week the district received word from the main office that the policy would cost an additional five per cent for increased benefits.

The district had purchased an electric cart lifter for the custodial staff a few years ago. The district had the chance to sell the item because the lift had not been used since elevators had been added to the buildings. The custodial staff could not remember when the lift was purchased or from what company it was purchased. We had to check the building fund for a period of ten years before finding the original cost of the lift. The district called the company for a price of a new lift and sold the lift for the price that they had paid for it.

March 23, 1981

The regular school Work Study Report was given to me for filing. We have students employed in five different departments or administrative offices in the school. I had to check

their schedules for work related programs for qualification, and then figure the amount paid for each. This report is similar to all other state reports--numerous details to report but not much reimbursement.

Since this is the year for changes in the election laws, the intern was assigned the task of updating the school calendar for notifying the school board candidates of filing dates, publications, and selection of board members.

The March board meeting was held and the business office reports were approved without a dissenting vote. The entire meeting was smoother than normal because of approximately thirty student body members expressing their concern about the behavior of board members at past meetings. The board of education has been split since the last election causing extremely long and tedious meetings for the administration. Some of the board members are raising questions on every item on the agenda in order to upset the administration.

#### March 30, 1981

The state sent a report to school districts about the fixing of paper prices sold to schools over a period of years. I was assigned the task to check the records back to 1964 for companies on the list that we could file for the portion of money that the district was overcharged. I found that three companies on the list were ones that we had dealt with in the designated time. Our district did not spend a large quantity with these companies but the district could receive some refund.

April 13, 1981

The custodial staff was having problems with some students arriving at school early in the morning. It seems that these students were dumping their waste material outside teachers' doors or on lockers. After a period of observing the habit, a custodian was assigned to place himself in a position to observe the students. The two brothers were caught and assigned to clean up the campus for a period of two weeks or be suspended. They chose to clean up the campus for the two-week period under my supervision.

April 20, 1981

The school business administrator's conference was held this week and Mr. Somers did not assign any tasks to be completed in his absence.

April 27, 1981

During this week of my internship, I had to check the number of employees or past employees with health insurance that carried dependent or non-dependent coverage. This information is needed to determine amount of money that the district will budget for insurance costs.

Mr. Somers and I tried to estimate the state aid claim for next year based on the assumption that the assessed valuation would increase by two million dollars. This has been the normal increase for the past five years.

May 4, 1981

The business office had become concerned about the large telephone bills over the past few months. I took the last three months' bills in order that a comparison could be made of the phone numbers that were consistently being called and not being logged on the telephone log sheet. After determining these calls, I called the telephone office in Decatur asking for a trace on these phone calls. We tried to acquire the names or addresses of destinations of the calls in order that we might determine who made the calls. I gave the operator a list of twenty-five calls to check.

The district actually traced five calls made by people on the staff. Each individual had to repay the district for these calls.

Mr. Somers and I felt that a new telephone system with an operator should be placed in the school. However, the superintendent did not agree.

May 11, 1981

Mr. Somers and Dr. Matzner met before my arrival in the business office for the day. The three of us discussed problems concerning the time given in the administrative office. I expressed a wish to extend my field study, if possible. I explained my reason for the extension and was granted the request.

The new assessed valuation for the district was received. It contained a ten million dollar increase which caused a stir

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in the superintendent's office. We had not received the tax rate yet, but applied the increase to the state aid formula and the district was not going to like the results.

The departmental reports were coming due on different days of the month. The superintendent had given specific orders that any reports not on time would not be honored. We received three department requests a day late and they were turned down.

May 18, 1981

The May board of education meeting was held and the business office had to submit bids for micro-computers, a turn-stile gate for the stadium, and a new tractor and bush-hog. The turn-stile gate was bought because of pressure from the towns-people over the closing of the track to the public on the weekends. The board of education closed the track at its April board meeting due to the number of instances of damages at the football field. The micro-computers were a special budget request by the math department following the superintendent's denial of the request.

May 25, 1981

The week was the last week of school and I spent all of the time doing classwork and finishing end-of-school reports.

June 1, 1981

I called the assessor's office for the new tax rate which was not available at this date. I acquired the final

month's attendance records in order to complete the portion of the state aid form for the 1980-1981 school year. This was an unusual year for attendance as the seventh and ninth months were two of the top six months of attendance. The average attendance days for students this school year were 1,361 out of 1,390.

The work-study students handed in their final work sheets and I finished the state aid form. The school district paid out \$14,567 and only received \$5,675 reimbursements from the state.

The retirement dinner for the present superintendent was held and attendance by the present staff was low. In fact, the administrators were upset because of the low attendance by the certified staff.

The intern suggested to the attendance director that during registration this year a place on the entrance form indicate whether a student rode a bus or not. This would save time later in the year for filling out state reports. Having the students complete the forms at registration where help is available for students not knowing whether or not they qualify to ride the bus would probably decrease the percentage of errors made by the district in calculating reimbursements made by the state to the district for bus students.

Twice this week, I started the day checking for minor building repairs that are being completed by the custodial staff.

I cannot finish the state report until the final financial report for the year has been completed.

June 8, 1981

The school district, administrators, and a teacher has had a lawsuit filed against them by a black woman on discrimination charges in hiring practices of certified staff since 1974. I had to check all records since 1970 for blacks that were hired by the district. This included certified and non-certified personnel. Since 1970 the district has employed seven full-time and twenty-four part-time helpers on the non-certified staff that were black. Please refer to Appendix F.

I traveled to the non-public schools to acquire their report on students transported by our district.

The district has several old typewriters to let out on bid. We opened the bids and determined the best bid for each typewriter. The highest bid was \$309 for an IBM electric to a low bid of \$10 for a Royal manual. We refused bids on the manual at the price of \$10 because we felt that at an auction the typewriter would bring more money.

The assessed valuation from the tax assessor was available. We found the valuation of the district rose ten million dollars and our tax rate was \$1.04. This caused a great concern because of a loss of \$20,000 to the school district.



June 15, 1981

Mr. Somers and the intern made trips to four county assessor offices to amend the tax rate. We can raise the rate four cents and still have a reduction in the overall rate of twenty-five cents. The intern doubts that the trips were beneficial. How can a district anticipate an increase of ten million dollars in one year. A school district would be better off if they operated on the assessed valuation from the previous year. At least they would know what to expect. Please see Appendix G.

The bids on the micro-computers, tractor, and turn-stile gate are due today. The bids on the micro-computers varied by \$6,100. The tractor and turn-stile gate only had one bidder.

The ceiling fans for the social studies department arrived. They are to be tried on an experimental basis. The newest building was built to be air-conditioned. If the air circulation improves, then fans will probably be installed in the remainder of the classrooms. This will probably cause a squabble when teachers return in the fall and find out their department did not receive fans.

The tax assessor's office called today informing us that the tax rate was adjusted to \$1.05. This adjustment kept us from losing \$20,000. All indications are that next year the tax rate will have to be above \$1.08. The tax rate

predicted for last year should have been \$1.30 based on a normal increase.

The bids for \$1.7 million dollars were mailed to the banks for investments.

The bids on the micro-computers had to be verified because the bid sheets did not specify that other brands could not be substituted. The intern had to call the companies and request information on the equipment substituted. As it turned out, the substitutes were as good or better than the original equipment requested.

The custodial and administrative staff had their annual stag at Lion's Park. It was attended by most of the janitors and all administrators including the new superintendent.

#### June 29, 1981

The first two days of the week the central office was closed due to remodeling. During these days I made periodic checks on minor building repairs made by the custodial staff.

The major building repairs by contractors had been completed or were underway. We checked the painting being done in the vocational building by the contractor and found a room that the ceiling and upper half of the room had not been painted. In another room some pipes had not been covered and a black board had been painted. The school has a policy of painting each building every five years.

Another building is being sandblasted and a new roof is being laid. The sandblasters would like to finish the project this week because the roofer coming next week is non-union. This would cause a problem because the local union intended to picket the work.

Another day of the week was spent in Springfield at the government surplus depository looking for fans, nails, or any materials that the district might use.

The negotiations between the staff and the board of education was completed during a night meeting. The staff settled for new monies of 13.1 per cent.

The bids for investments were opened this afternoon at two o'clock with two banks having representatives present. The first \$100,000 was issued at 18.53 per cent. The remainder of the 1.6 million dollars averaged about 17.75 per cent at various local banks.

The company from which the ceiling fans were purchased was called again because two small parts were missing. The district will not pay the bill until parts to complete the fans have been received.

The driver education department chairman turned in a total behind-the-wheel and classroom students for the year. I am to finish this report for my last project. After finishing this report, I made recommendations for a form for the department chairman of driver's education to fill out in the future. This form will save about three hours of

digging through records in order to verify the teachers that worked full-time or part-time in driver's education. Please refer to Appendix H.

### CHAPTER III

#### SUMMARY AND RECOMMENDATIONS

The field study can be a valuable experience for the intern and the school district. If the intern has been on the staff for a long period of time, he may have made suggestions for improving the district's administrative procedures. The study will allow the intern to see why some of his suggestions were not applied at an earlier date, and those suggestions that are incorporated will be to the intern's benefit.

The school district should plan in the future for released time during the regular school year, perhaps two class periods per day, in order that the intern may become more involved with his duties. The intern felt the one hour (last period of the day) and the hour spent after school did not allow time for his complete involvement in his tasks. Anyone doing an internship with a school business administrator should work the second semester and part of the summer term in order that he may have the experience of completing state reports and supervising the maintenance work during the summer months.

The duties of a school business administrator vary from district to district. Some school districts with enrollment

similar to our district's enrollment have more than one person performing duties our business administrator performs. These districts have a person in charge of the finance, another person in charge of buildings and grounds, and a person for applying for grants and filling out state reports. We have an abundance of administrative personnel in other areas. We could transfer some of the business administrative responsibilities to these people while declining enrollment is occurring. This would allow another person to acquire knowledge of handling that job if the present administrator leaves the district.

## APPENDICES

APPENDIX A  
Insurance Costs



## CENTRALIA HIGH SCHOOL

## INSURANCE

<u>Health and Accident</u>	Prudential	Paul Karth	July 1	33.28/employee 49.72/family/mo
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Benefits: Hospital bills(100% first 10,000 80% over 10,000) Doctor's fees, Surgical expense (reasonable and customary fee); X-Rays; Major Medical (\$100 deductible/person)

<u>Life Insurance</u>	Metropolitan	Gene Schulte	Sep 1	2.54/mo./indiv.
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Benefits: Life Insurance \$10,000 for Death or Dismemberment.

The following insurance policies are obtained from the Livesay-Hudson Insurance Co., John Brashear is the Agent of Record. The four municipalities (High School- Livesay-Hudson, Elem. Sch.-Redeker, City -Snow/Stiefel, and Library-Frederick Agency)work through the Independent Insurance Agency to secure favorable rates. The Association appoints the Agency to service these accounts. The Agency is required to report back to the Association. Profits are distributed to the Association after a service fee for the Agency handling the account.

<u>School Treasurer's Bond</u>	Ohio Casualty Ins. Co.	July 1, 1981	\$1733.00
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Covers Dale Koehmel, School Treas. for fidelity losses, up to \$2.250,000.

<u>Dwellings Insurance</u>	U.S.F.&G	11-5-81	\$204.00
524 Marquis	Coverage: \$30,000 fire wind hail, extented coverage.		
533 Narquus	\$50,000 builder's risk		\$142.00

<u>Driver Training Cars</u>	U.S.F. & G	varies (1169)	varies
Oldsmobile.....	\$390 each, Datson	\$145.00	
Ford Pickup	255		
Ford Van	190		
\$500,000 liability on all owned autos, \$5000 medical, Comprehensive and collision carried on specified vehicles.			

<u>Hire Car Coverage:</u>	U.S.F. & G	July 1, 1981	\$1505.00
Coverage: B I & P D on other than employees. Buses and station wagons.			

<u>Non-Owner Coverage</u>	U.S.F. & G	July 1, 1981	\$201.00
Covers the Board of Education members, and all employees using their car on school business. Protects third party from losses.			

p.2 Insurance Policies

Workman's Compensation                      U.S.F. & G.                      July 1, 1981    \$13,600  
Covers all employees of the High School for bodily injury or disease as a result while working at the High School. \$100,000 limit.

Board of Education Liability (Civil Rights)    USF&G    3 yrs \$3060 July 81  
Covers Board of Education and employees, (Slander and discrimination).

Building and Contents                      USF & G                      July 11, 1981    \$8076  
Covers all buildings and contents. \$9,500,000 limit. \$1000 deduct.

Premises Liability                      USF & G                      July 11, 1981    \$2942  
Covers BI and PD for 3d party .

Personal Injury                      USF & G                      July 11, 1981    \$431  
Covers BI and PD for 3d party. \$500,000 limit.

Fidelity Bond                      USF & G                      July 11, 1981    \$182  
Covers wrongful acts. 1,000,000 limit

Money and Securities                      USF & G                      July 11, 1981    \$106  
Loss of securities. \$5,000 limit

Builders Risk                      USF & G                      July 11, 1981    \$192  
Direct loss by fire, lightning, etc. on Building Trades house.

Boiler                      Hartford Ins.                      July 11, 1981    \$533  
Cover boiler and piping which is a part of the boiler \$1,000,000 limit.

Comprehensive Cat. Ins.                      USF & G                      July 11, 1981    \$1461  
\$1,000,000 excess liability insurance.

A part of the SMP policy includes "All Risk" which covers malpractice of Nurse, and all equipment(mobile) i.e. band uniforms, athletic uniforms, AV equipment on or off the premises. \$1,000 deduct.

APPENDIX B

Monthly Deposits

The following represents the deposits that were made in the passbook savings account at various local banks after the monthly investment date:

3	\$144,783.26	September 16	\$ 75,951.80
7	522.88		
8	14,483.97	October 7	32,232.25
9	10,246.80	" 8	15,220.82
10	5,568.00	" 9	19,086.72
11	3,901.90	" 16	75,951.80
16	4,500.00	" 31	75,000.00
21	19,898.00		
25	52,447.56	November 3	46,655.84
29	106,682.94	" 14	75,951.80
		" 26	81,998.67
15	108,938.03		
21	2,771.06	December 12	52,527.00
22	14,010.15	" 23	108,131.37
28	3,005.98	" 26	75,951.80
3	8,997.30	<u>1981</u>	
6	6,132.28	January 2	9,603.56
14	69,325.49	" 9	18,940.50
		" 14	75,951.80
2	2,100.00	" 19	20,986.00
3	6,132.28	" 27	10,923.41
9	21,063.17	" 28	25,175.99
16	89,525.49		
		February 10	25,000.00
1	70,042.59	" 11	18,029.36
8	6,132.28	" 14	30,105.90
10	7,746.56	" 14	75,951.80
14	69,325.49		
16	9,838.50		
5	103.78		
5	17,396.37		
16	142,125.15		
1	6,757.00		
7	1,497.00		
st 14	75,951.80		
27	3,676.00		

APPENDIX C

Health Insurance Request

25 February 1981

Prudential Insurance Co.  
230 W. Noleman  
Centralia, Ill. 62801

Attn: Paul Karch

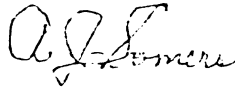
Dear Paul:

As per our telephone conversation and the attached letter from the CHSEA organization it is requested that you send a quotation to cover employees and spouses that are engaged in work other than as employees of Centralia High School.

As this will be a negotiated matter with the teacher's welfare committee and the Board of Education your immediate attention to this matter will be greatly appreciated.

In addition to the above I would like a clarification regarding exclusion No. 3 in the General Definitions, illustrate.

Yours truly,

A handwritten signature in dark ink, appearing to read "A. J. Somers". The signature is stylized with a large, looped initial "A" and a long, sweeping horizontal stroke.

A. J. Somers  
Asst. Supt.

February 25, 1981

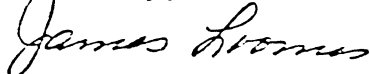
Mr. A. J. Somers, Business Manager  
Centralia High School, District 200  
1000 East Third Street  
Centralia, Illinois 62801

Dear Mr. Somers:

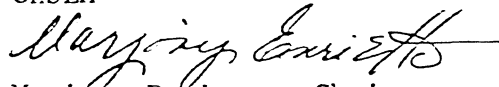
It is our understanding that our present Group Insurance Policy with Prudential Insurance does not have any provision for the protection of employees or their spouses when working in another capacity, i.e., other than for the school district.

There is a definite concern among the staff that this should be included as a part of their protection. Will you please seek premium costs for this coverage as soon as possible. As you know, we open negotiations shortly after April 1 and we need to include this in our fringe benefit changes.

Sincerely,



James Loomis, President  
CHSEA



Marjory Enfietto, Chairman  
Welfare Committee

me

## APPENDIX D

### Organizations and Sponsors



<u>ORGANIZATION</u>	<u>SPONSOR</u>	<u>FREE TIME</u>
Nike	M. Enrietto L. Neudecker	2:20 - 3:15 2:20 - 3:15
Spanish Club	V. Oliver	1:20 - 2:15
Future Secretaries of America	C. Holland E. Foster	9:15 - 10:15 2:20 - 3:15
Sophomore Class Sponsor	M. Wiman P. Phillips	11:20 - 1:15 1:20 - 2:15
Art Club	R. Guy	8:15 - 9:10
Latin Club	J. Nelson	10:20 - 11:15
German Club	D. Obermeier	2:20 - 3:15
Junior Class Sponsor	J. Shelton E. Wilimzig	2:20 - 3:15 11:20 - 1:15
French Club	M. Wood	2:20 - 3:15
Senior Class Sponsor	S. Murray S. Lippman	9:15 - 10:15 9:15 - 10:15
Student Council	J. Shelton V. Richmond	2:20 - 3:15 2:20 - 3:15
Jr. Varsity Cheerleading Sponsor	P. Becker	9:15 - 10:15
Youth for Christ	V. Hollis	9:15 - 10:15
F C A	A. Gainer	8:15 - 9:10 10:20 - 11:15
Freshman Class Sponsor	S. Gainer L. Amason	8:15 - 9:10 8:15 - 9:10
F H A -HERO	J. Blair	1:20 - 2:15
Freshmen Cheerleading Sponsor	M. Vandever	10:20 - 11:15
F F A	C. Gowler	9:20 - 10:15
Varsity Cheerleading Sponsor	K. Davis	10:20 - 11:15

APPENDIX E

Child Nutrition Program

Child Nutrition Programs  
 SEMI-ANNUAL FINANCIAL REPORT

**INSTRUCTIONS:** Type in triplicate and forward to the Regional Superintendent no later than the 15th day of August and the 15th day of February. The Superintendent will sign and forward the original and 1 copy to the above address no later than the 20th day of August and the 20th day of February. This form must include the Agreement Number and must be signed manually. See reverse side for detailed instructions. All revenues and expenditures must be on the accrual basis of accounting.

1. COUNTY/REGION Marion		2. REPORTING PERIOD AND YEAR 7/1/80 to 12/31/80	3. AGREEMENT NUMBER 42-058-04-0140-1
4. NAME OF SPONSOR A. J. Somers		7. NAME OF SCHOOL UNIT OR DISTRICT Centralia High School	
5. STREET 1000 E. Third Street		8. STREET 1000 E. Third Street	
6. CITY Centralia 62801		9. CITY Centralia 62801	

The following entries are to be rounded to the nearest whole dollar.

REVENUES

	Total	Lunch	Special Milk	Breakfast	A la Carte/Other
Federal Reimbursement	13,579	13,454	125		
State Reimbursement	1,259	1,259			
Children's Payments	14,844	14,844	-0-		
Adults' Payments	2,554				2,554
Payments in Lieu of Commodities					
Other Revenue	27,039		-0-		27,039
<b>TOTAL</b>	<b>59,275</b>	<b>29,557</b>	<b>125</b>		<b>29,593</b>

COSTS/EXPENDITURES

	Total	Lunch	Special Milk	Breakfast	A la Carte/Other
Labor	29,159	15,454	292		13,413
Equipment Depreciation	212	112	2		98
Other	2,804	1,486	28		1,290
<b>Sub Total</b>	<b>32,175</b>	<b>17,052</b>	<b>322</b>		<b>14,801</b>
Indirect Costs (Rate )	8,214	4,353	82		3,779
Food	40,725	21,575	337		18,813
<b>Total Costs - Expenditures</b>	<b>81,114</b>	<b>42,980</b>	<b>741</b>		<b>37,393</b>

SUMMARY

Beginning Balance	-0-				
Excess of Revenue Over (Under) Costs	-21,839	13,423	616		7,800
Ending Balance	-21,839				

VALUE OF DONATIONS USED

SDA Commodities	5,698	3,020			2,678
Other Donations	-0-	-0-	-0-		-0-

☐ Yes ☒ No Does the program have a June 30 cash balance greater than three months operating cost?

Please Check Each Item Carefully For Accuracy

I certify that to the best of my knowledge and belief this Financial Report is true and correct in all respects; that records are available to support this Report; that this Report is in accordance with the terms of the existing Agreement(s).

APPROVED \_\_\_\_\_

Date

Signature of Authorized Sponsor

APPROVED \_\_\_\_\_

Date

Signature of Regional Superintendent

APPENDIX F

List of Negro Employees

Custodians

Henry Baxter	1971-74
Albert Marshall	1974-81
Glen Bates	1978
Agnes Jones	1980

Summer Custodians

Mario McClain	1974-75
Raphael Rush	1973
Johnnie Bradford	1973
William Collins	1973-74
Ferlandez Worlds	1975-76
Richard Spearman	1976-77
Vernell Burris	1977
Todd Downey	1978
Devon Hudson	1977
Antonio Worlds	1978
John Collins	1980
Ruben McClain	1979
Seward Patrick	1980

Cafeteria Workers

Elvira Taylor	1974-76
Josephine Moore	1975-76

Cafeteria Supervisor

Lee Meeks	1978-81
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Part Time Secretaries

Charlene Upchurch	1973
Ruth Lewis	1975
Diana Gardner	1976
Helen Maines	1978-79
Janet Coleman	1979-80
Laura Hill	1979-81
Bernadett Irving	1979-80
Linda Coleman	1975-76
Lisa Coleman	1979-80
Algerine Norris	1979-80
Carla O'Neal	1980

APPENDIX G  
State Aid Form

## Part I

## SUPPORTING DATA

## CLAIMABLE PUPILS ONLY: (Pupils Claimed Under Section 18-B)

LINE	CALENDAR		DAYS ATTENDED				
	BEGIN Mo-Day (1)	END Mo-Day (2)	PRE-KINDERGARTEN (Handicapped) (3)	KINDERGARTEN (4)	ELEMENTARY 1-8 (5)	HIGH SCHOOL 9-12 (6)	
1	8-25	9-30				35,271.5	
2	10-1	10-31				28,982.0	
3	11-1	11-30				23,156.5	
4	12-1	12-31				20,292.5	
5	1-1	1-31				23,821.5	
6	2-1	2-28				23,478.0	
7	3-1	3-31				29,141.5	
8	4-1	4-30				26,243.0	
9	5-1	5-29				25,177.0	
10	TOTALS					235,565.5	

11 ADA of resident pupils for whom tuition is paid to another local education agency included above on Line 10, Column 9 (See )

## NON-CLAIMABLE PUPILS: (Pupils Claimed Under Sections 14-7.03, 18-3, and Tuition Pupils)

12	8-25	9-30				397.5	
13	10-1	10-31				312.5	
14	11-1	11-30				313.0	
15	12-1	12-31				277.0	
16	1-1	1-31				305.0	
17	2-1	2-28				251.5	
18	3-1	3-31				317.0	
19	4-1	4-30				322.0	
20	5-1	5-29				264.0	
21	TOTALS					2,759.5	

## AFFIDAVIT

We, the undersigned, do solemnly swear (or affirm) that the foregoing statements are true to the best of our knowledge and belief, and that they comply with the requirements of The School Code of Illinois as set forth in Sections 10-19, 10-20.12, 10-22.5, 18-12, 24-4, 27-3, 27-4 and 27-5 of the School Code of Illinois according to law.

Date Signature of Superintendent, Principal or Teacher

Date Signature of Clerk or Secretary of School Board

Date

# GENERAL STATE AID ENTITLEMENT FOR 1981-1982

INSTRUCTIONS: Complete in duplicate and submit with and make a copy of your local Superintendent by June 21, who will forward the entire copy to the State Board of Education by July 15. Please insure that Line 1, Column 1, Line 9, Column 1, and Line 11 are completed or this claim will be rejected.

			BEST SIX MONTHS ATTENDANCE DATA (For Claimable Pupils Only)			
			Determine best 6 months ADA from Col. (9) and copy the month number into Col. (10). Copy data from Cols. (3), (4), and (5) into Col. (11); Col. (6) data into Col. (12); Col. (8) data into Col. (13).			
TOTALS (3)(4)(5)(6) (7)	DAYS SCHOOL WAS IN SESSION (8)	ADA TOTAL COL. 7 ÷ COL. 8 (9)	BEST 6 MONTHS LINE NUMBER (10)	(Pre K-8) COL. (3) Plus COL. (4) Plus COL. (5) (11)	(9-12) COL. (6) (12)	DAYS SCHOOL WAS IN SESSION COL. (8) (13)
35,271.5	25	1,410.86	22	1	35,271.5	25
28,982.0	21	1,380.09	23	2	28,982.0	21
23,158.5	17	1,362.26	24	3	23,158.5	17
20,292.5	15	1,352.83	25	4	20,292.5	15
23,821.5	18	1,323.41	26	9	25,177.0	19
23,478.0	18	1,304.33	27	7	29,141.5	22
29,141.5	22	1,324.61	28	Totals	162,023.0	119
26,243.0	20	1,312.15	29. Pre K-8 ADA Line 28, Col. (11) ÷ Line 28, Col. (13) - - -			
25,177.0	19	1,325.10	30. 9-12 ADA Line 28, Col. (12) ÷ Line 28, Col. (13) - - - 1,361.53			
35,565.5	175	1,346.08	31. 9-12 WADA Line 30 x 1.25 - - - - - 1,701.91			
Instructions before completing).			32. 1980-1981 District WADA (Line 29 plus Line 31) - - - - - 1,701.91			
			33. 1979-1980 District WADA - - - - - 1,777.83			
			34. 1978-1979 District WADA - - - - - 1,803.70			
			35. 1980-1981 Title I Eligibles - - - - - 209			
397.5	25	15.90	36. 1979 Real Property Equalized Assessed Val- uation (EAV) - - - - - \$ 78,177,915			
312.5	21	14.88	37. 1979 Corporate Personal Property (CPP) Re- placement Payments - - - - - \$ 244,638.00			
313.0	17	18.41	38. 1978 CPP EAV - - - - - \$ 16,260,120			
277.0	15	18.46	39. 1977 Total Tax Rate - - - - - 1.512000 %			
305.0	18	16.94	40. 1979 CPP Replacement EAV (Line 37 ÷ Line 39) - - - - - \$ 16,179,761			
251.5	18	13.97	41. Add-on (2/3 (Line 38 - Line 40)), zero if negative - - - - - \$ 53,572			
317.0	22	14.40	42. 1979 General State Aid EAV (Total of Lines 36, 40, and 41) - - - - - \$ 94,411,248			
322.0	20	16.10	43. 1979 General State Aid Operating Tax Rate - 1.191000 %			
264.0	19	13.89	44. General State Aid Entitlement for 1980-1981 \$ 1,822,843.37			
2,759.5	175	15.76	SCHOOL CALENDAR DATA			
If said school district has complied with and has in all other respects conducted			Days school was in session (Line 10, Column 8) - - - - - 175			
			Approved Institute(s) and or Workshop(s) (Not to exceed four) 4			
			Approved Parent-Teacher Conference Day(s) (Not to exceed two) <sup>a</sup> 4			
			Approved Act of God Day(s) - - - - -			
			Approved Emergency Day(s) - - - - -			
			Total Days <sup>b</sup> - - - - - 173			
			<sup>a</sup> See Instructions for Explanation			
			<sup>b</sup> Must be 180 or more or penalty will be applied (Section 18-12, The School Code of Illinois).			
Signature of Regional Superintendent						



APPENDIX H

Driver Education Form

DRIVER EDUCATION YEARLY REPORT OF STAFF WORKING DURING \_\_\_\_\_ SCHOOL YEAR

[illegible]

Approved by \_\_\_\_\_  
Department Chairman